

Calendar No. 707

91st CONGRESS }
2d Session }

SENATE

{ REPORT
No. 91-713

JOB EVALUATION POLICY ACT OF 1970

MARCH 2, 1970.—Ordered to be printed

Mr. McGEE, from the Committee on Post Office and Civil Service,
submitted the following

REPORT

[To accompany H.R. 13008]

The Committee on Post Office and Civil Service, to which was referred the bill (H.R. 13008) to improve position classification systems within the executive branch, and for other purposes, having considered the same, reports favorably thereon without amendment and recommends that the bill do pass.

STATEMENT

The committee's monitoring of the organization of the Federal service, its specific inquiries into the subject, and its correspondence indicate the need for an inquiry into the current system of job evaluation and ranking as called for by H.R. 13008.

H.R. 13008 as reported by the House of Representatives does not in any way alter existing classification laws. It establishes an orderly procedure for the study of ways to improve current classification with a view to the establishment of a comprehensive plan for the establishment of a coordinated system of job evaluation and ranking. The bill provides for the appointment by the Civil Service Commission of a special organizational unit within the Commission to prepare the plan.

The House report emphasizes that there should be no control over or supervision of the unit by any Commission bureau and that the new unit should be staffed only by employees who are totally freed of other duties. This committee agrees. Civil Service Commission Chairman Robert E. Hampton has advised the committee that, if the bill is enacted, the study unit will be established for administrative and support purposes within the Commission's Bureau of Policies and Standards but shall report directly to the three Commissioners, in accordance with the requirements of the bill.

The Senate committee is in accord with the House amendment which requires that "The Commission shall submit to the Committee on Post Office and Civil Service of the Senate and House of Representatives once each calendar month, or at such other intervals as may be directed by those committees, or either of them, an interim progress report on the then current status and results of the activities of the Commission under this act, together with the then current findings of the Commission." The intent of this amendment, in which the Senate committee concurs, is to provide for a free flow of progress information through the two committees to employee unions, professional organizations, and other interested groups.

The bill provides that within a year of the date of enactment, the Commission shall submit an interim report to the President and the Congress; and that within 2 years the Commission shall complete its functions and send a report, including its draft of proposed legislation, to the President. The President shall send the report, the proposed legislation and any recommendations he deems appropriate to the Congress.

The committee agrees with the provision of H.R. 13008 exempting no agency or occupational group from the study provided for, but makes no prejudgment whatsoever of any inclusions or exclusions or any other recommendations which the Civil Service Commission may make.

SECTIONAL ANALYSIS

Section 101 states the findings of Congress on the need for a study of job evaluation and ranking in the executive branch. These findings are based upon the "Report on Job Evaluation and Ranking in the Federal Government" completed in 1969 by a subcommittee of the House Post Office and Civil Service Committee chaired by the Honorable James M. Hanley of New York.

Section 201 states the sense of Congress that—

- (1) The executive branch should operate under a coordinated job evaluation and ranking system for all civilian positions, to the greatest extent practicable.
- (2) Such a system should utilize a variety of job evaluation and ranking methods, and
- (3) The Civil Service Commission shall exercise general supervision and control over such a system.

Section 301 establishes a separate unit within the Civil Service Commission to report directly to the Commission and to prepare a job evaluation and ranking plan.

Section 302 requires that the Commission consider all recognized methods of job evaluation and ranking in developing the plan.

Section 303 authorizes the Commission to secure from any executive agency the information and suggestions necessary to develop the coordinated plan.

Section 304(a) requires that the Commission submit to the President and the Congress an interim report of its activities under the act within 1 year after date of enactment; (b) requires that the Commission shall complete its activities within 2 years after date of enactment.

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Union Calendar No. 364

91ST CONGRESS
2D SESSION

H. R. 13008

[Report No. 91-823]

IN THE HOUSE OF REPRESENTATIVES

JULY 22, 1969

Mr. HANLEY (for himself, Mr. WILLIAM D. FORD, Mr. PURCELL, Mr. TIERNAN, Mr. WALDIE, Mr. CUNNINGHAM, Mr. MCCLURE, and Mr. MESKILL) introduced the following bill; which was referred to the Committee on Post Office and Civil Service

FEBRUARY 3, 1970

Reported with amendments, committed to the Committee of the Whole House on the State of the Union, and ordered to be printed

[Omit the part struck through and insert the part printed in *italic*]

A BILL

To improve position classification systems within the executive branch, and for other purposes.

1 *Be it enacted by the Senate and House of Representa-*
2 *tives of the United States of America in Congress assembled,*
3 That this Act may be cited as the "Job Evaluation Policy
4 Act of ~~1969~~ 1970".

5 **TITLE I—CONGRESSIONAL FINDINGS WITH RE-**
6 **SPECT TO JOB EVALUATION AND RANKING**
7 **IN THE EXECUTIVE BRANCH**

8 **SEC. 101.** The Congress hereby finds that—

9 (1) the tremendous growth required in the activi-
10 ties of the Federal Government in order to meet the

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1 country's needs during the past several decades has led
2 to the need for employees in an ever-increasing and
3 changing variety of occupations and professions, many
4 of which did not exist when the basic principles of job
5 evaluation and ranking were established by the Classi-
6 fication Act of 1923. The diverse and constantly chang-
7 ing nature of these occupations and professions requires
8 that the Federal Government reassess its approach to
9 job evaluation and ranking better to fulfill its role as
10 an employer and assure efficient and economical admin-
11 istration;

12 (2) the large number and variety of job evaluation
13 and ranking systems in the executive branch have re-
14 sulted in significant inequities in selection, promotion,
15 and pay of employees in comparable positions among
16 these systems;

17 (3) little effort has been made by Congress or the
18 executive branch to consolidate or coordinate the various
19 job evaluation and ranking systems, and there has been
20 no progress toward the establishment of a coordinated
21 system in which job evaluation and ranking, regardless
22 of the methods used, is related to a unified set of prin-
23 ciples providing coherence and equity throughout the
24 executive branch;

25 (4) within the executive branch, there has been no

1 significant study of, or experimentation with, the several
2 recognized methods of job evaluation and ranking to de-
3 termine which of those methods are most appropriate for
4 use and application to meet the present and future needs
5 of the Federal Government; and

6 (5) notwithstanding the recommendations resulting
7 from the various studies conducted during the last twenty
8 years, the Federal Government has not taken the initia-
9 tive to implement those recommendations with respect
10 to the job evaluation and ranking systems within the
11 executive branch, with the result that such systems have
12 not, in many cases, been adapted or administered to meet
13 the rapidly changing needs of the Federal Government.

14 TITLE II—STATEMENT OF POLICY

15 SEC. 201. It is the sense of Congress that—

16 (1) the executive branch shall, in the interest of
17 equity, efficiency, and good administration, operate under
18 a coordinated job evaluation and ranking system for all
19 civilian positions, *to the greatest extent practicable*;

20 (2) the system shall be designed so as to utilize such
21 methods of job evaluation and ranking as are appropri-
22 ate for use in the executive branch, taking into account
23 the various occupational categories of positions therein;
24 and

25 (3) the United States Civil Service Commission

1 shall be authorized to exercise general supervision and
2 control over such a system.

3 TITLE III—PREPARATION OF A JOB EVALUA-
4 TION AND RANKING PLAN BY THE CIVIL
5 SERVICE COMMISSION AND REPORTS AND
6 RECOMMENDATIONS TO CONGRESS

7 SEC. 301. The Civil Service Commission, through such
8 organizational unit which it shall establish within the Com-
9 mission and which shall report directly to the Commission,
10 shall prepare a comprehensive plan for the establishment of
11 a coordinated system of job evaluation and ranking for civil-
12 ian positions in the executive branch. The plan shall include,
13 among other things—

14 (1) provision for the establishment of a method
15 or methods for evaluating jobs and alining them by level;

16 (2) a time schedule for the conversion of existing
17 job evaluation and ranking systems into the coordinated
18 system;

19 (3) provision that the Civil Service Commission
20 shall have general supervision of and control over the
21 coordinated job evaluation and ranking system, includ-
22 ing, if the Commission deems it appropriate, the au-
23 thority to approve or disapprove the adoption, use and
24 administration in the executive branch of the method
25 or methods established under that system;

1 (4) provision for the establishment of procedures
2 for the periodic review by the Civil Service Commis-
3 sion of the effectiveness of the method or methods
4 adopted for use under the system; and

5 (5) provision for maintenance of the system to
6 meet the changing needs of the executive branch in the
7 future.

8 SEC. 302. In carrying out its functions under section
9 301 of this Act, the Commission shall consider all recog-
10 nized methods of job evaluation and ranking.

11 SEC. 303. The Civil Service Commission is authorized
12 to secure directly from any executive agency, as defined
13 by section 105 of title 5, United States Code, or any bureau,
14 office, or part thereof, information, suggestions, estimates,
15 statistics, and technical assistance for the purposes of this
16 Act; and each such executive agency or bureau, office, or
17 part thereof is authorized and directed to furnish such infor-
18 mation, suggestions, estimates, statistics, and technical assist-
19 ance directly to the Civil Service Commission upon request
20 by the Commission.

21 SEC. 304. (a) Within one year after the date of enact-
22 ment of this Act, the Commission shall submit to the Presi-
23 dent and the Congress an interim progress report on the
24 current status and results of its activities under this Act,
25 together with its current findings.

1 (b) Within two years after the date of enactment of
2 this Act—

3 (1) the Civil Service Commission shall complete
4 its functions under this Act and shall transmit to the
5 President a comprehensive report of the results of its
6 activities, together with its recommendations (including
7 its draft of proposed legislation to carry out such recom-
8 mendations), and

9 (2) the President shall transmit that report (in-
10 cluding the recommendations and draft of proposed
11 legislation of the Commission) to the Congress, to-
12 gether with such recommendations as the President
13 deems appropriate.

14 ~~(c) The Commission shall consult with the Post Office~~
15 ~~and Civil Service Committees of the United States Senate~~
16 ~~and House of Representatives on a periodic basis as requested~~
17 ~~by those committees.~~

18 *(c) The Commission shall submit to the Committees on*
19 *Post Office and Civil Service of the Senate and House of*
20 *Representatives once each calendar month, or at such other*
21 *intervals as may be directed by those committees, or either*
22 *of them, an interim progress report on the then current status*
23 *and results of the activities of the Commission under this Act,*
24 *together with the then current findings of the Commission.*

25 (d) The Commission shall periodically consult with,

1 and solicit the views of, appropriate employee and profes-
2 sional organizations.

3 (e) The organizational unit established under section
4 301 of this Act shall cease to exist upon the submission of
5 the report to the Congress under subsection (b) of this
6 section.

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91ST CONGRESS
2^D SESSION **H. R. 13008**
[Report No. 91-823]

A BILL

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By Mr. HANLEY, Mr. WILLIAM D. FORD, Mr. PURCELL, Mr. TIERNAN, Mr. WALDIE, Mr. CUNNINGHAM, Mr. MCCLURE, and Mr. MESKILL

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